QUALIFIED LEGAL CLAIMS COPYING PROCESS

INMATE-MAKES REQUEST

COPIES ARE APPROVED, MODIFIED OR DENIED
**

DESIGNATED STAFF ACCEPTS REQUEST
*

DESIGNATED STAFF RECEIVES REQUEST DECISION

DESIGNATED STAFF MAKES COPIES, AS INDICATED, AND GIVES TO INMATE
***

YES

INMATE HAS FUNDS TO PAY FOR COPIES
?

REQUEST DENIED BY PARALEGAL
?

DENIED REQUEST RETURNED TO INMATE

YES

NO

NO

PARALEGAL REVIEWS REQUEST, CONSULTS WITH LEGAL ACCESS MONITOR WHEN NECESSARY

DESIGNATED STAFF MAKES COPIES, AS INDICATED, AND GIVES TO INMATE
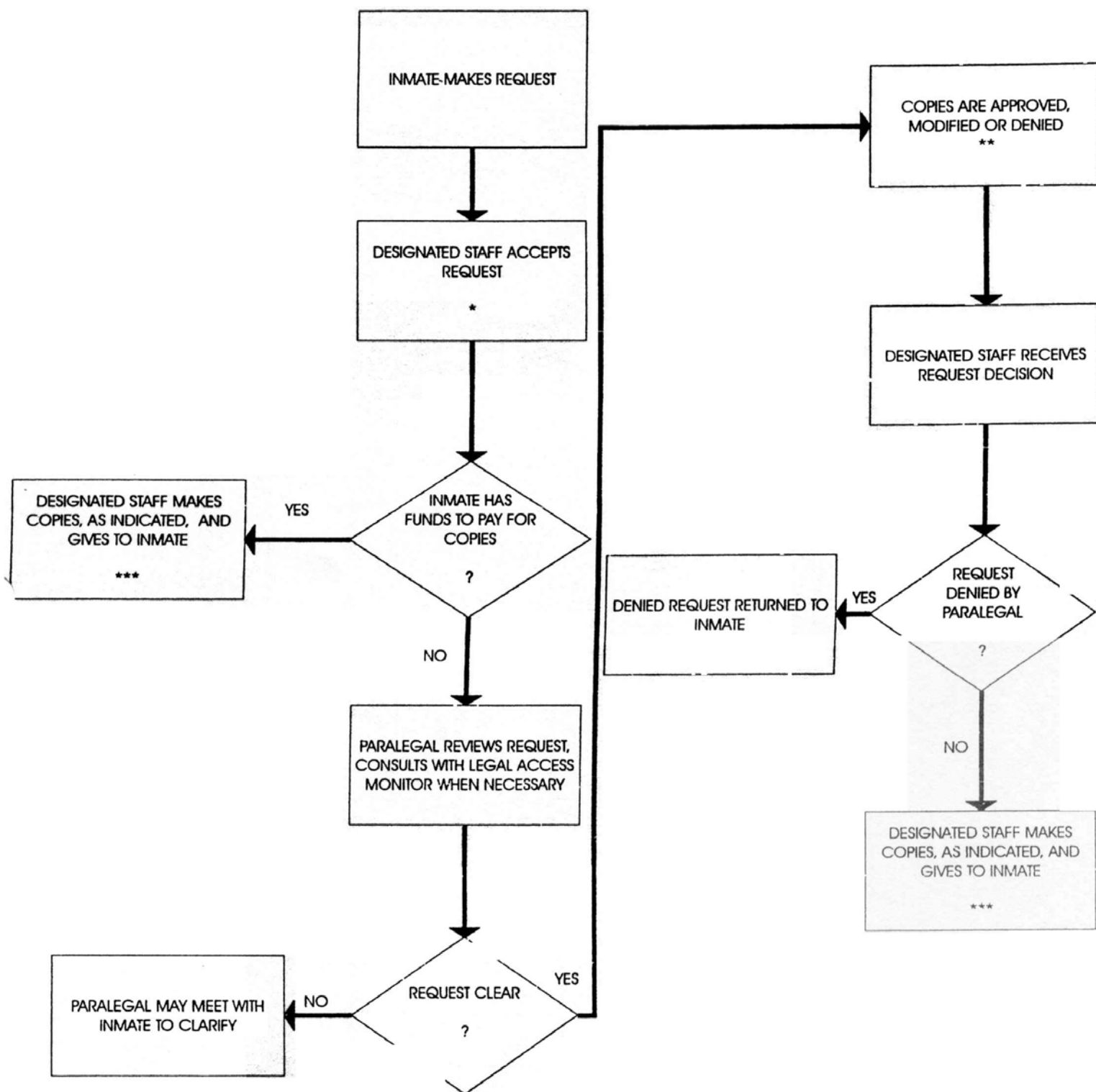***

PARALEGAL MAY MEET WITH INMATE TO CLARIFY

NO

REQUEST CLEAR
?

YES

* Return one copy of the form to the inmate

** Keep copy of form

*** Copy of form to inmate, copy to Legal Access Monitor, copy to file